



OJP

Office on Violence Against Women

Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities

Fiscal Year 2003 Solicitation

**LETTER OF INTENT DEADLINE:
March 3, 2003**

**GMS REGISTRATION DEADLINE:
March 17, 2003**

**APPLICATION DEADLINE:
March 31, 2003**

**U.S. Department of Justice
Office of Justice Programs**

810 Seventh Street, NW
Washington, DC 20531

John Ashcroft

Attorney General
U.S. Department of Justice

Deborah J. Daniels

Assistant Attorney General
Office of Justice Programs

Diane M. Stuart

Acting Director
Office on Violence Against Women

**Department of Justice Response Center:
1-800-421-6770**

**Office of Justice Programs
Office on Violence Against Women
World Wide Web Homepage:
www.ojp.usdoj.gov/vawo**

**Training Grants to Stop Abuse and Sexual Assault Against
Older Individuals or Individuals with Disabilities Application
World Wide Web Homepage:
www.ojp.usdoj.gov/fundopps.htm**

About the Office of Justice Programs

The Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, respond to domestic terrorism, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About the Office on Violence Against Women

The Office on Violence Against Women (the Office) is a component of OJP. Created in 1995, the Office implements the Violence Against Women Act (VAWA) and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to implementing VAWA. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, VAWA grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable for their violence.

Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities

Recognizing that older or disabled individuals who are victims of abuse and sexual assault are faced with unique barriers to receiving assistance, Congress created the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Program (Older Individuals or Individuals with Disabilities Training Grants Program).

Projects funded under this Program will provide training to assist law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation¹ and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals.

Elder Abuse

Elder abuse is the willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish on an older individual (defined as age 60 or older); or deprivation by a person, including a caregiver, of goods or services that are necessary to avoid physical harm, mental anguish, or mental illness of an older individual. The U.S. Bureau of the Census predicts that by 2030, the population over age 65 will nearly triple to more than 70 million people and older people will make up more than 20 percent of the population (up from 12.3 percent in 1990).

¹ The terms elder abuse, neglect, exploitation, and older individual have the meanings given the terms in section 102 of the Older Americans Act of 1965 (42 U.S.C. 3002)

Elder abuse victims face unique obstacles in seeking assistance because they often are dependent on the abuser and may not have the option to move or otherwise end the abusive relationship. It is critical for those in the criminal and civil justice system to recognize indicators that an older individual is being abused. These indicators may include unexplained physical injuries or contradictory explanation of injuries; unusual behavior such as withdrawal, increased agitation or depression; malnutrition, substandard care or poor physical hygiene in spite of seemingly adequate financial resources; or sudden transfers of assets to family members, caregivers, or other persons.

Older Victims of Domestic Violence and Sexual Assault

Domestic violence and sexual assault affect victims in all age groups. However, older individuals who are victimized by these crimes face additional challenges in receiving the services they need to obtain safety. Law enforcement officers and other first responders may not recognize them as victims of intimate partner violence and consequently may not take necessary actions to ensure their safety. Appropriate interventions may be compromised by misconceptions that older persons are incapable of inflicting serious harm on their intimate partners or that the abuse is simply an expression of the stress associated with caring for an aging partner. Age or disability may increase the isolation of victims of domestic violence or their dependence on abusers for care or housing. In addition, an abuser may threaten institutionalization to prevent victims from seeking help or calling the police. These cases may go unnoticed because criminal justice system personnel may be less likely to perceive whether or not a victim's injuries arise from aging, frailty, illness, or disability rather than from abuse. For example, an older woman's broken

bones may be attributed to disorientation or osteoporosis without any inquiry about violence in the home. Training for criminal justice system personnel will address these barriers and improve systemic responses to older victims and victims with disabilities.

Domestic Violence and Sexual Assault Against Persons who are Individuals with Disabilities

Approximately 54 million Americans live with a wide array of physical, cognitive, and emotional disabilities. Research suggests that persons with disabilities face a 4 to 10 times higher risk of being victims of crime.² Crimes of domestic violence and sexual assault committed against persons with disabilities are likely to go unreported and victims who are individuals with disabilities face multiple barriers to accessing needed services and participating fully in the civil and criminal justice system. Often, individuals with disabilities face physical and social isolation, especially in cases of prolonged institutional care. Consequently, many lack information about the services and interventions available to stop abuse in their lives or find assistance physically inaccessible. Physical barriers posed by buildings and transportation systems that have not adapted to the needs of individuals with disabilities and the lack of adequate interpretation services can prevent crime victims from utilizing services and agencies that are critical to their safety.

Availability of Funds Funding for the Older Individuals or Individuals with Disabilities Training Grants Program for FY 2003 is subject to the availability of a Congressional appropriation. To date, Congress has not

²*Working with Victims of Crime with Disabilities*, Office for Victims of Crime Bulletin, September 1998.

yet passed the FY 2003 appropriation bill. However, the Office has made the decision to post an advance solicitation of this Program to expedite the award process in the event that an FY 2003 appropriation occurs.

Award Period

The award period for these grants will be 24 months. **Budgets must reflect 24 months of project activity.**

Award Amount

Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs. While there is no specific amount for which eligible organizations may apply, it is unlikely that the Office will make awards in excess of \$300,000.

The Office has the discretion to negotiate the scope of work with applicants prior to making an award. All applications will be subject to peer review and internal review by the Office staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to receive funds available for this grant program.

Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) March 31, 2003 through the **Grants Management System (GMS) and by facsimile**. In addition, the original and **five** hard copies must be sent to the Office via overnight delivery with a postmark that is no later than March 31, 2003.

We recommend that you register through GMS **no later than March 17, 2003**, as you must receive confirmation that you are eligible to apply for funding prior to submitting an application on GMS.

Program Eligibility

Applicants who received funding in FY 2002 are not eligible to apply for FY 2003 funds.

Eligible applicants are:

- ! States;
- ! Tribes;
- ! Units of local government;
- ! Nonprofit, nongovernmental organizations, including faith-based organizations;
- ! State or local government agencies (e.g., prosecutors' offices, sheriffs' offices, courts);
- ! Private, nonprofit victim advocacy organizations;
- ! Public or private nonprofit service organizations for older individuals or for individuals with disabilities;
- ! National criminal justice constituency organizations; or
- ! Judicial organizations.

For-profit organizations and individuals are not eligible.

Scope of the Program

The scope of the Older Individuals or Individuals with Disabilities Training Grants Program is defined by the statutory purpose area and the identified program activities.

Statutory Purpose Area

The Older Individuals or Individuals with Disabilities Training Grants Program will support projects that provide training to assist law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals.

Program Activities

The Office is interested in a broad range of training activities. The Office encourages training strategies that include, but are not limited to:

- ! Targeted training of specific criminal justice system personnel such as law enforcement officers, prosecutors, and court personnel;
- ! Development of training curricula that can be used by others across the country;
- ! Development and dissemination of state-of-the art resource materials;
- ! Partnership- and team-building opportunities for advocates and criminal justice professionals;
- ! Interactive computer-facilitated training;
- ! Institutes, workshops, and conferences to share the development and implementation of promising practices, model policies, and protocols;
- ! Small, topic-specific workshops and other interactive educational forums;
- ! Invitational meetings to debate and discuss complex issues; and
- ! Onsite consultations to share promising practices.

Applicants are encouraged to develop projects that address the needs of a specific law enforcement agency, prosecutor's office, and/or court at the local level or the needs of law enforcement agencies, prosecutors' offices or courts at the state or tribal level. Applications addressing efforts to hold national training programs, e.g., a conference sponsored by national criminal justice constituency organizations or judicial organizations, also may be supported.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the Older Individuals or

Individuals with Disabilities Training Grants Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Some responses by the legal system may minimize or trivialize the offender's criminal behavior, especially when the victim is mentally disabled. Accordingly, consistent with the goals of assuring victim safety and holding perpetrators accountable, applicants are discouraged from proposing training that includes any of the activities listed below:

- ! Offering perpetrators the option of entering pre-trial diversion programs;
- ! Mediation or counseling for couples as a systemic response to domestic violence;
- ! Batterer intervention programs that do not meet state standards or do not hold batterers accountable for their criminal behavior;
- ! Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them; and
- ! Procedures that exclude victims of domestic violence and their children from receiving safe shelter, advocacy services and other assistance based on their age, immigration status, race, religion, sexual orientation, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.

Review Process

Subject to the availability of a Congressional appropriation for the Older Individuals or Individuals with Disabilities Training Grants Program, the Office will establish panels of experts and practitioners to review applications. The panels will review the information provided in the application against the selection criteria for this program. The Office has adopted a

numerical system for scoring all applications. Each application requirement has been given a maximum point value of 100 points.

The peer panel will evaluate all applications against criteria consistent with the statutory purpose area and the demonstrated ability of the applicant to provide training to assist law enforcement officers, prosecutors, and relevant officers of Federal, State, tribal, and local courts in recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals. The peer panels will also rate the proposed project based on the criteria set forth in the *Application Content and Guidelines* section of this solicitation.

Application Content

Applicants must complete each of the following sections as part of their proposals:

Application for Federal Assistance (SF-424)

The SF-424 must be filled out online through GMS. The Catalog of Federal Domestic Assistance number for the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Program is 16.528. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where

appropriate.

Summary Data Sheet

(not to exceed 1 page): 1 point

Please identify the following where applicable:

- ! The name and type of agency (e.g., local government, state government, tribal government, nonprofit organization) applying for funding;
- ! The nonprofit, nongovernmental victim service program collaborating on this project;
- ! The nonprofit program that serves older individuals or individuals with disabilities collaborating on this project;
- ! Whether this project is a local, tribal, multi-jurisdictional, multi-state, or tribal consortium project;
- ! The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- ! The population and square mileage of region to be served; and
- ! Other grants for which you have applied to other components of OJP or other federal agencies.

Abstract (not to exceed 1 page): 2 points

The abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed by the peer review panel according to the following criteria:

- ! Conciseness.
- ! Accuracy in summarizing the proposed project.

Project Narrative: Total of 54 points

The Project Narrative may not exceed 10 double-spaced, typed pages on 8 ½ x 11 inch paper. Margins must not be less than one inch, and type no smaller than 12 point and 12 characters per inch must be used. The narrative should include the following:

Need for the Project (not to exceed 1 page): 5 points

The application should discuss the particular population to be served by the project (law enforcement officers, prosecutors, or court officers) including the estimated number of individuals who would be trained and why existing training and/or educational programs, services, or materials do not meet current needs. The applicant should further specify how the intended audience would benefit from the proposed training and reference the applicant's ability to meet the training needs that the application addresses. The narrative also should address whether the proposed training enhances current domestic violence and/or sexual assault training programs.

In addition, to facilitate better coordination with the STOP Violence Against Women Formula Grants Program and with other federal agencies, each applicant must show how the proposed project would complement other initiatives supported with federal funds. Applicants are required to provide the following information in the application:

- ! A list of active federal grant awards (from DOJ or other federal agencies) already supporting this or related efforts, including the program or project title of those initiatives;
- ! The federal grantor agency;
- ! The federal award amount and a very brief description of its purpose;
- ! Information on any pending

application/s for federal money for this or related efforts;

- ! How existing efforts would be coordinated with the funding sought through this application; and
- ! How the proposed project complements the state's STOP Violence Against Women Implementation Plan and Byrne Formula Grant Statewide Strategy.

What Will be Done (not to exceed 5 pages): 25 points

This section should detail how the proposed project would assist law enforcement agencies, prosecutors' offices, and courts in addressing the need for training. The narrative should identify the Memorandum of Understanding (MOU) partners and the program activities during the planning phase of the project (e.g., advisory groups, planning committees, or joint staffing of the project), as well as the ways the partnership would function throughout the implementation phase of the project. Applicants should also outline the specific tasks to be performed and the time line for their completion.

This section will also be rated on the following:

- ! The extent to which all project activities fall within the statutory scope of the program;
- ! The extent to which proposed activities would address the need described;
- ! The extent to which project activities seem feasible and likely to succeed;
- ! The extent to which the proposal does not include activities that compromise victim safety; and
- ! The extent to which project activities are clearly described and reflect sound and innovative strategies to improve victim safety.

Who Will Implement the Project (not to exceed 2 pages): 10 points

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify all of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. A description of the expertise or experience of key staff should also be included. Position descriptions and resumes that are available should be appended to the application.

Victim advocacy organizations should meet all of the following criteria:

- ! Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes;
- ! Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- ! Do not engage in activities that compromise victim safety.

Nonprofit programs that serve older individuals or individuals with disabilities should meet all of the following criteria:

- ! Provide services to older individuals or individuals with disabilities as one of their primary purposes;
- ! Reflect an understanding of the unique obstacles faced by older individuals or individuals with disabilities in seeking the services they need to obtain safety and participate fully in the civil and criminal justice system;
- ! Address a demonstrated need in their communities by providing services that promote the integrity and self sufficiency of older

individuals or individuals with disabilities; and

- ! Do not engage in activities that compromise victim safety.

The Products (not to exceed 1 page): 5 points

This section should describe the resource materials, curricula, or other products that already exist or should provide an outline of proposed materials, curricula or other products to be generated and how they would be used in the proposed training activities.

Sustainability Plan (not to exceed 1 page): 9 points

Because this is a discretionary grant program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project after VAWA grant funds are no longer available. The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. Applicants are encouraged to seek additional means of support to sustain their current projects.

Budget Detail: 20 points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project and clearly identify costs attributable to the project evaluation. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only activities, products, and resources necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training and implementation. The budget must include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence or sexual assault victim services programs, nonprofit programs that serve older individuals or individuals with disabilities.

While there is no specific amount for which eligible organizations may apply, it is unlikely that OJP will make awards in excess of \$300,000.

Budget Requirements

The following is a short list of budget guidelines:

- ! Consultant rates in excess of \$450 per day require prior approval from the Office Director and are rarely given.
- ! All applicants are required to allocate \$7,500 to support travel costs associated with technical assistance and capacity-building activities sponsored by OJP-designated technical assistance providers. This required amount should be included in the “travel” category. **Please refer to the sample budget in this solicitation for an estimated breakdown for these costs in Appendix A.**
- ! Applicants are also encouraged to include funds in their budgets to attend financial management training seminars sponsored by OJP’s Office of the Comptroller. These seminars instruct participants in the financial administration of OJP formula and discretionary grant

programs. A schedule listing the financial training seminars is available at www.ojp.usdoj.gov/oc/fmts.htm.

- ! This program has no match requirement.

In addition to the foregoing, this section will also be rated on the extent to which the budget clearly describes:

- ! A link between the proposed activities and the proposed budgetary entries;
- ! How the amounts of the specific budget items were determined;
- ! The extent to which the budget covers the cost of all project components; and
- ! The extent to which the budget clearly identifies project evaluation costs.

Memorandum of Understanding (not to exceed 5 pages): 18 points

Each applicant must enter into a formal MOU with at least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program and with at least one nonprofit program that serves older individuals or a nonprofit program that serves individuals with disabilities. The role of the programs in this collaboration must be meaningful and ongoing and include compensation for participation.

Each application **must include**, as an attachment, a current (e.g., signed and dated during the development of the proposal) MOU created and signed by the chief executive officers and/or directors of:

1. At least one nonprofit, nongovernmental domestic violence victim services program or nonprofit, nongovernmental sexual assault victim services program, and

2. At least one nonprofit program that serves older individuals or a nonprofit program that serves individuals with disabilities.

Additional MOU signers may include:

3. Relevant criminal justice agencies participating in project development or implementation, (e.g., law enforcement, prosecution, and the courts);
4. Women's groups or community organizations that represent the views and concerns of domestic violence survivors;
5. Women's groups or community organizations that represent the views and concerns of sexual assault survivors;
6. Community organizations that represent the views and concerns of older individuals or individuals with disabilities; and
7. Other community agencies or organizations that will collaborate to implement the project.

The MOU must do the following:

- ! Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- ! Specify the extent of each party's participation in developing the application;
- ! Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- ! Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;

- ! Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- ! Indicate approval of the proposed project budget by all signing parties; and
- ! Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Letters of support may not be submitted in lieu of the MOU.

Letter(s) of Commitment (each letter not to exceed 1 page): 5 points

The application must include a letter(s) of commitment from the specific law enforcement agency(ies), prosecutor's office(s) and/or Federal, State, tribal and local courts whose officers and employees would be trained that they would participate in the training. It also should state whether or not the proposed training would enhance current domestic violence and/or sexual assault training.

Letters of support may not be submitted in lieu of the letter(s) of commitment.

Assurances (Form 4000/3) and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6).

You will be agreeing to these assurances and certifications when you submit your application online through GMS. NOTE: If the authorizing official is not the individual submitting the application in the GMS system, be sure the correct authorizing official information has been entered.

Letter of Nonsupplanting

A letter certifying that no supplantation of non-federal funds will take place should a grant award be made must accompany the application. A sample letter of nonsupplanting is included in this solicitation.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with the Office staff and OJP-designated technical assistance contractors. Grant recipients will be asked to identify advocates from local domestic violence victim services programs, law enforcement officers, prosecutors, judges, and other representatives from the criminal justice system and the community to participate in technical assistance events. Participation in technical assistance events will often involve out-of-state travel, therefore applicants are required to include funds in the project budget to support travel costs associated with these activities.

Performance Measures

There are two statutory requirements that require grantees to collect and maintain data that measure the effectiveness of the funded project. The first is the Government Performance and Results Act of 1993 (GPRA), which was enacted to increase Congressional and Administrative focus on the results from government programs and activities. At its simplest, GPRA asks "What are we getting for the money that we are spending?" To make GPRA more directly

relevant for federal officials who manage grant programs, GPRA expands this question into three: What is your program trying to achieve? How will its effectiveness be determined? How is it actually measured?

The second requirement, found in VAWA 2000, specifically required the Attorney General to report to Congress on the effectiveness of programs funded under the Older Individuals or Individuals with Disabilities Training Grants Program. As a result of VAWA 2000, all grant recipients are now statutorily required to report on the effectiveness of their programs, and the Attorney General must now report to Congress on the effectiveness of each project. Therefore, grantees must collect and maintain data that measure the success of their current efforts.

Specifically, OJP is seeking to illustrate the effectiveness of grant-supported activities, including baseline information and post-project information that can demonstrate increased access to services by older and disabled victims as a result of the trainings. Information that grantees must collect includes but is not limited to:

- ! The subject of trainings;
- ! The number of trainings held for law enforcement officers, prosecutors or relevant officers of Federal, State, tribal or local courts;
- ! The number of people attending trainings and the disciplines they represent, e.g., law enforcement officers, prosecutors, relevant officers of federal, state, tribal or local courts, adult protective services personnel, domestic violence and sexual assault advocates, and geriatric or disability service providers.

Other information and data of particular interest to OJP include, but are not limited to:

- ! Increased knowledge and awareness of issues faced by older individuals or individuals with disabilities by law enforcement officers, prosecutors or relevant officers of Federal, State, tribal or local courts;
- ! Number of new or improved policies and protocols regarding responding to older individuals or individuals with disabilities;
- ! Increased number of prosecutions of crimes against older individuals or individuals with disabilities;
- ! Number of training participants reporting change in practice as a result of the training.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations who apply for funding with OJP and who have not previously (or within the last 3 years) received funding with OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to (202) 354-4147 and include the application number on each page of the form.

Single Point of Contact Review

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the state Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact the state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at

<http://www.whitehouse.gov/omb/grants/s poc.html>.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to OJP's Office of Civil Rights. All applicants should consult the Assurances required with the application to understand the applicable legal and administrative requirements.

Reporting Requirements

Grantees will be required to submit quarterly financial status reports and semi-annual progress reports. **Funds may be withheld if reports are not submitted on time**. In addition, grant recipients who expend \$300,000 or more of federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

How To Apply

Letter of Intent

All applicants who intend to apply for this funding are encouraged to **submit a non-binding letter of intent** included in Appendix B by **March 3, 2003**. You may fax the letter of intent to (202) 514-5818. This will help accommodate the volume of proposals anticipated being received in response to this solicitation. These letters will be used to forecast the number of peer review panels needed to review competitive applications.

Applicants must submit a fully executed application to the Office through GMS, as well as all required supporting documentation. The following documents must be submitted via GMS:

- G The SF-424;
- G Certifications and Assurances;
- G The project abstract and project narrative; and
- G The budget, budget summary, and budget narrative.

Supporting documentation can be submitted either by fax to (202) 354-4147, or through GMS, and should include:

- G The MOU;
- G The map for multi-jurisdictional projects;
- G Current indirect cost rate agreement, if applicable;
- G The letter of non-supplanting;
- G The letter(s) of commitment; and
- G The financial capability questionnaire, if applicable.

Note: The Catalog of Federal Domestic Assistance (CFDA) Number for the Training Program is 16.528.

Detailed instructions on how to use GMS and submit your application online are available at the Office's Website: www.ojp.usdoj.gov/fundopps. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, **1-888-549-9901**.

Additionally, to help expedite the peer review process, **1 original and 5 copies** of the application must be mailed to:

The Office on Violence Against Women
Training Grants Program
c/o Aspen Systems

2277 Research Boulevard
MS 2K
Rockville, MD 20850

Application Due Date

Applications must be received by the close of business (5:30 p.m. EST) March 31, 2003 through the **Grants Management System (GMS) and by facsimile**. In addition, the original and **five** hard copies must be sent to the Office via overnight delivery with a postmark that is no later than March 31, 2003.

It is strongly recommended that applicants use an overnight delivery method which provides a receipt.

We recommend that you register through GMS **no later than March 17, 2003**, as you must receive confirmation that you are eligible to apply for funding prior to submitting an application on GMS.

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

APPENDIX A

Sample Budget

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes an 24 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Ellen Smith, Trainer	$(\$40,000/\text{yr} \times 100\% \times 2)$	\$80,000
John Jones, Trainer	$(\$40,000/\text{yr} \times 100\% \times 2)$	\$80,000
Administrative Assistant	$(\$27,000/\text{yr} \times 50\% \times 2)$	<u>\$27,000</u>
	Subtotal	\$187,000
Cost of living increase	$(\$93,500 \times 2\% \times 1 \text{ yr.})$	\$1,870

The trainers will exclusively develop materials and curricula and deliver the training. A half-time administrative assistant will prepare materials and reports and provide other support to the trainers. A 2% cost of living adjustment is scheduled for all personnel for year 2 of the grant.

TOTAL **\$188,870**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Trainers and Admin. Assistant		
Employer's FICA	\$188,870 x 7.65%	\$14,449
Retirement	\$188,870 x 6%	\$11,332
Health Insurance	\$188,870 x 12%	\$22,664
Workman's Compensation	\$188,870 x 1%	\$ 1,889
TOTAL		<u>\$50,334</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Training	To be	Airfare	(\$600 x 3 people x 2 trips)	\$ 3,600
	Determined	Hotel	(\$150/night x 3 nights x 3 people x 2 trips)	\$ 2,700
		Meals	(\$50/day x 4 days x 3 people x 2 trips)	\$ 1,200

Travel costs have been budgeted in accordance with the organization's established travel policies to attend grantee meetings as required by OVW.

Total **\$ 7,500**

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
2 -Pentium III Processor	$(\$2,000 \times 2)$	\$4,000

The computers will be used by the trainers to prepare training materials and develop curricula.

TOTAL **\$4,000**

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office Supplies	$(\$50/\text{mo} \times 24 \text{ mo})$	\$ 1,200
Postage	$(\$20/\text{mo} \times 24 \text{ mo})$	\$ 480
Training Materials	$(\$2/\text{set} \times 500 \text{ sets})$	\$1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the trainers.

TOTAL **\$2,680**

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable, Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
----------------	----------------------------	-------------

TOTAL 0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
---------------------------	-------------------------	--------------------	-------------

Jane Doe	Domestic Violence Trainer	(\$350/day x 30 days)	\$10,500
----------	---------------------------	-----------------------	----------

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the local law enforcement officers and the court personnel.

Subtotal \$10,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, meals, lodging etc.)

Item	Location	Computation	Cost
-------------	-----------------	--------------------	-------------

Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 30 days)	\$3,000

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal \$5,400

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open

competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Not applicable	Subtotal <u>0</u>
	TOTAL <u>\$15,900</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(550 sq. ft. x \$1/sq. ft./month) (550 mo. x 24 mo.)	\$13,200

This rent will pay for office space for the trainers. No space is currently available.

Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$150/mo. x 24)	\$3,600

TOTAL \$19,200

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
--------------------	--------------------	-------------

TOTAL 0

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$188,870</u>
B. Fringe Benefits	<u>\$ 50,334</u>
C. Travel	<u>\$ 7,500</u>
D. Equipment	<u>\$ 4,000</u>
E. Supplies	<u>\$ 2,680</u>
F. Construction	<u>\$ 0</u>
G. Consultants/Contracts	<u>\$ 15,900</u>
H. Other	<u>\$ 19,200</u>
Total Direct Costs	<u>\$288,484</u>
I. Indirect Costs	<u>\$ 0</u>
TOTAL PROJECT COSTS	<u>\$288,484</u>
Federal Request	<u>\$288,484</u>
Non-Federal Amount	<u>\$ 0</u>

APPENDIX B

Letter of Intent

Letter of Intent

Dear Diane Stuart, Acting Director, OJP's Office on Violence Against Women:

I intend to apply for funds under the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Application Program.

Name: _____

Date: _____

Position: _____

Organization: _____

Address: _____

City/State/ZIP: _____

Phone: _____

FAX: _____

E-mail: _____

Please FAX to:

**Office on Violence Against Women
ATTN: The Older Individuals or Individuals
with Disabilities Training Grants Program
Office of Justice Programs
(202) 514-5818**

Please submit no later than March 3, 2003

APPENDIX C

Sample Letter of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

**Office on Violence Against Women
Office of Justice Programs
810 7th Street, NW
Washington, DC 20531**

[Applicant] certifies that any funds awarded through the Training Grants to Stop Abuse and Sexual Assault Against Older Individuals or Individuals with Disabilities Application Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX D

GMS Quick Start Guide

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

- ? **Step 1.** Using your established Internet account,* go to **www.ojp.usdoj.gov/fundopps.htm**. **An online GMS Application Procedures Handbook is available on this page**, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.
- ? **Step 2.** Select "**Logon to the Grants Management System (GMS)**" to apply for OJP grant funding.
- ? **Step 3.** If you have never used GMS, click on "**New User? Register Here**" and follow the on-screen instructions to register with GMS. After you register, you must select the FY 2003 Older Individuals or Individuals with Disabilities Training Grants Program solicitation and begin working on it so that your registration will be sent to the Office. You will receive confirmation through email that you are eligible to submit your application. Confirmation may take up to one week.
- If you are not a new user and have a GMS password, click on "**Login.**" If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.
- Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.
- ? **Step 4.** To submit your application online, complete the on-screen *424 / Application for Federal Assistance* upload your budget narrative (which should include your budget detail), program narrative, and other program attachments in either word processing or spreadsheet files. After submission, you will receive confirmation through email that the Office has received your application and you will be given an application number for future reference. Documents that cannot be submitted electronically through GMS (e.g. MOU, and nonsupplantation letter) must be faxed to both (202) 354-4140 and (202) 354-4147. You must include your GMS application number and the Program title of The Office program to which you are applying on all materials submitted by fax.

If you have any questions about GMS or need technical assistance with applying online, contact the **GMS Hotline at 1-888-549-9901**.

**If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.*